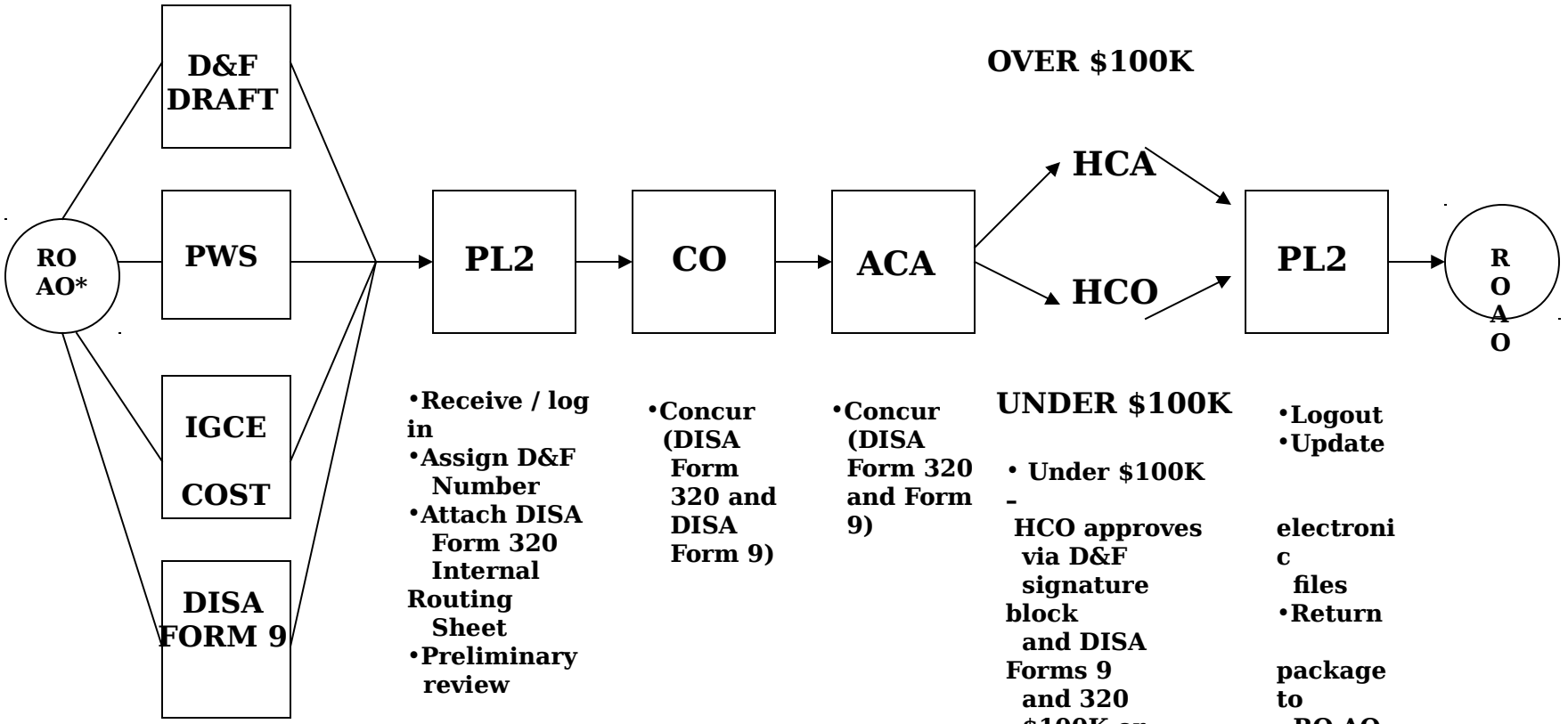
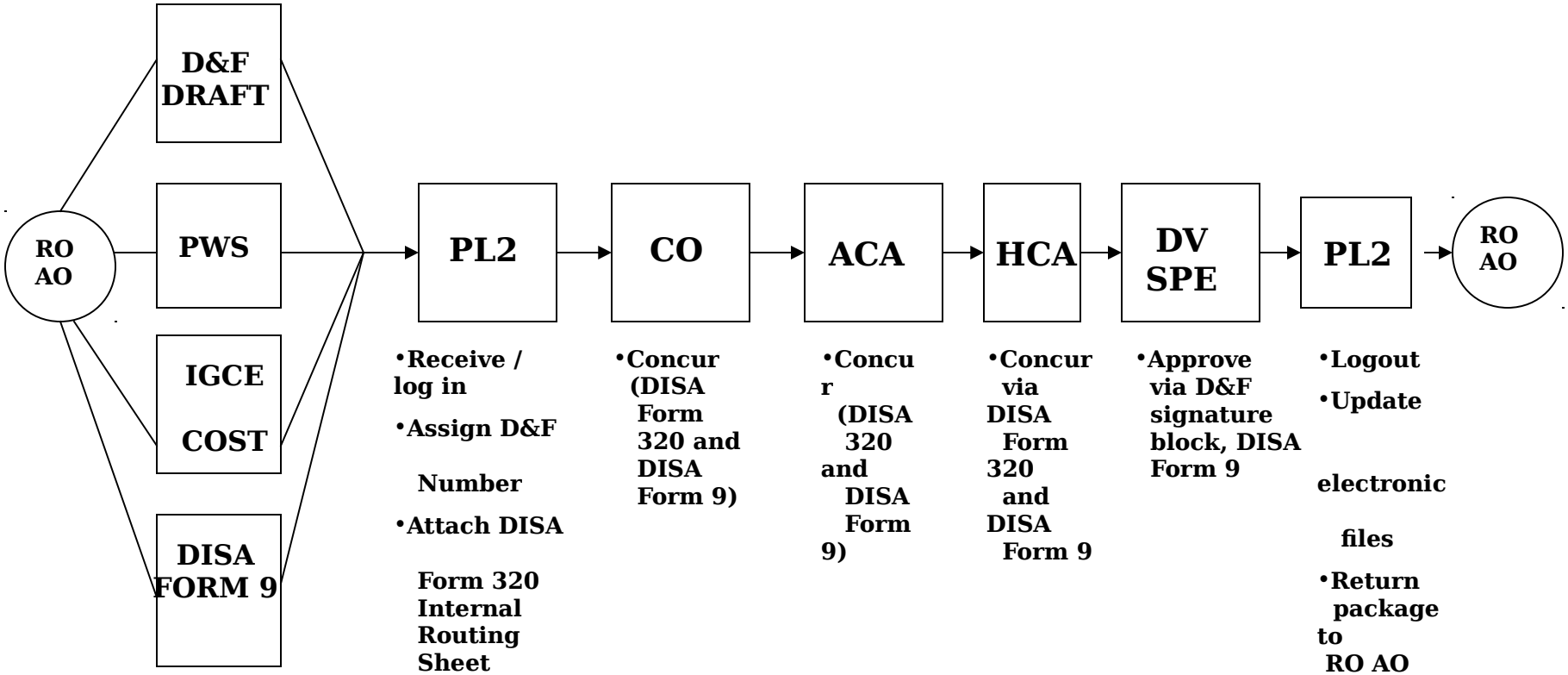
ECONOMY ACT D&F PROCESS FLOW
INDIVIDUAL --- WITHIN DOD



* Once preliminary PL2 review completed, Deputy Principal Director of the Requirements Office or designee concurs via D&F signature block and on

*** ELECTRONIC INPUT PREFERRED**

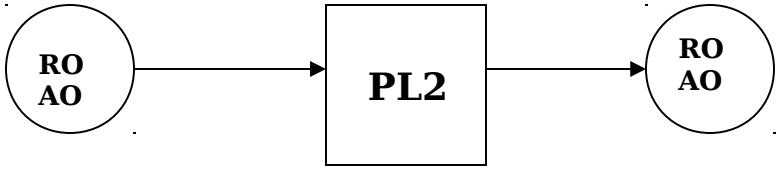
ECONOMY ACT D&F PROCESS FLOW
INDIVIDUAL --- OUTSIDE OF DOD--- NOT COVERED BY FAR --- ANY AMOUNT



- Deputy Principal Director of the Requirements Office or Designee concurs via D&F signature block/Form
- Receive / log in
- Assign D&F Number
- Attach DISA Form 320 Internal Routing Sheet
- Preliminary review
- Concur (DISA Form 320 and DISA Form 9)
- Concur (DISA 320 and DISA Form 9)
- Concur via DISA Form 320 and DISA Form 9
- Approve via D&F signature block, DISA Form 9
- Logout
- Update electronic files
- Return package to RO AO

* ELECTRONIC INPUT PREFERRED

ECONOMY ACT D&F PROCESS FLOW
CLASS D&F --- WITHIN DOD --- UP TO $500K



•E-mail request for CLASS D&F approval number and pertinent information to PL2

•Receive / log in

•Review pertinent details relative to scope of CLASS D&F

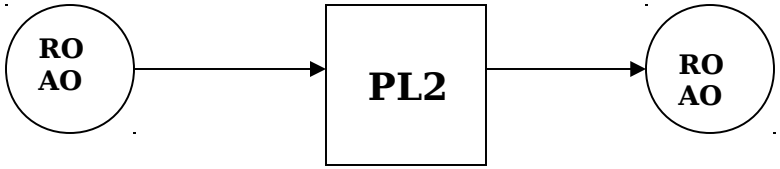
•Assign CLASS D&F Approval Number

•Logout

•Update electronic files

•Reply to RO AO with assigned CLASS D&F Approval

ECONOMY ACT D&F PROCESS FLOW
CLASS D&F --- OUTSIDE OF DOD --- UP TO $500K



•E-mail request for CLASS D&F approval number and pertinent information to PL2

•Receive / log in

•Review pertinent details relative to scope of CLASS D&F

•Assign CLASS D&F Approval Number

•Logout

•Update electronic files

•Reply to RO AOwith assigned CLASS D&F Approval